

OFFICE OF FINANCIAL MANAGEMENT

BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

BUDGET DEVELOPMENT SYSTEM (BDS) ***CURRENT BIENNIUM 2ND YEAR ESTIMATES*** *Tutorial*


Version 1.1 Final
September 2002

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About this Tutorial

This tutorial was developed to take budget staff through the sequential steps of developing current biennium second year estimates in BDS. The estimates developed in this tutorial reflect at the program level using the most basic features of BDS. Only BDS users who have Budget Operations security access should complete this tutorial.

This tutorial was developed for agencies to follow for completion of their agency's current biennium second year estimates. Sample values are **highlighted** on each task. Replace with sample value with a value appropriate for you agency. Each task is preceded by a brief explanation of the task and its importance in your current biennium expenditure estimate development as well as general business rules. Specific business rules and recommendations for entering your budget are denoted with a  on the task.

Every effort is made to ensure that the Current Biennium Second Year Estimates Tutorial and instructions from the OFM Budget Division agree in every way. In the case there is a discrepancy, the OFM Budget Division instructions take precedence. Please complete the Tutorial Evaluation at the back of the tutorial to report any discrepancies found.

The BDS Complete System Manual is available to users. That document explains every function of BDS screen by screen and is all-inclusive. It is available on-line in the BASS Library under the BDS reference desk (<http://bass.ofm.wa.gov/basspr/library/bds.htm> or <https://services-bass.ofm.wa.gov/basspr/library/bds.htm>) for Fortress users. Full documentation on all BASS products is available in the BASS Virtual Library available on-line at <http://bass.ofm.wa.gov/basspr/library/> or <https://services-bass.ofm.wa.gov/basspr/library/> for Fortress users. The library may also be accessed by the help links available in the BASS applications.

LESSON 1 – ENTERING CURRENT BIENNIUM 2ND YEAR ESTIMATES

Lesson 1, Task 1 - Establish a BDS version

Prior to entering second year estimates into BDS, a new version will need to be established. A version represents a group of related decision packages for a particular purpose, much like a Windows directory or folder. In this case the relation is the version represents the agency's current biennium second year estimates. This step will take the user through entering the new version.

1. Open Internet Explorer and enter the login address <http://bass.ofm.wa.gov/basspr/login/login.asp> (or <https://services-bass.ofm.wa.gov/basspr/login/login.asp> for Fortress users) in the address bar of the browser.
2. Use your login ID and password to log in to BASS. *Note: If you do not have a login ID and password, a security form is included in the back of the tutorial. Follow the instructions on the form.*



3. Select the calculator icon for **Budget Development System (BDS)**.

| BDS Menu | | |
|--|-----------------|----------|
| Load my agency budget base (AFRS Extract) | | |
| Adjust my budget base (View/Edit CB Level Decision Packages) | | |
| Add decision package to my base | | |
| Update decision packages | | |
| Re-prioritize my agency's decision packages | | |
| Lock a decision package | | |
| Lock a budget version | | |
| Other budget management options | | |
| Verify data to be released to OFM | | |
| Exit to Main Menu | Exit and Logoff | BDS Help |

Note: Some menu options will be grayed out if a user with "Edit Access" only rights. See your agency budget officer if you need to complete tasks not currently available to you.

- From the BDS Menu select **Other Budget Management Options / Version Management / Add/Update Version**. *Note: If a version and Default DP Filter have not been set for your agency, you will be taken to this screen automatically. Users with only "Edit Access" rights will receive a message informing them to see their Budget Operations staff.*

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters

Budget Period: 2003-05

| | Version | Title | Budget Type | Locked | Multi-Year Plan Default |
|----|---------|-------------------------------------|----------------------------|-------------------------------------|-------------------------|
| 51 | X2 | Copy of GK | Regular | <input type="checkbox"/> | |
| 52 | XX | AUTO Testing | Regular | <input type="checkbox"/> | |
| 53 | Z0 | SW CB 2E Test | CB 2nd Year Expenditure Es | <input type="checkbox"/> | |
| 54 | Z1 | Shaun Release Test | Regular | <input type="checkbox"/> | |
| 55 | Z2 | SPW Capital Test | Regular | <input type="checkbox"/> | |
| 56 | ZW | Shaun Test recSum Regular | Regular | <input type="checkbox"/> | |
| 57 | ZX | Shaun Patch Test | Second Year Supplemental | <input checked="" type="checkbox"/> | |
| 58 | ZZ | Shaun Test RecSum | Second Year Supplemental | <input type="checkbox"/> | |
| 59 | 2E | Current Biennium 2nd Year Estimates | CB 2nd Year Expenditure | <input type="checkbox"/> | |

Regular
First Year Supplemental
Second Year Supplemental
CB 2nd Year Expenditure E

Reset

Agency: 105 5.0.26

- Select the appropriate **Budget Period** using the dropdown list box. **2003-05**
- In the last row of the **Version** column enter any two-digit code (numbers and/or letters in any order) to distinguish this version then hit the **Tab** key. *Note: Your version code entered here is independent of any previous version codes in prior BDS budget periods, BPS2 indicators, or published budgets available in the BASS Version Reporting System. This code is your own. Sample: **2E***
- Assign a title to your version and hit the **Tab** key. The title may be anything that helps you distinguish what this group of related decision packages represents. **Current Biennium 2nd Year Estimates**
- Select **CB 2nd Year Expenditures Estimates** from the list of **Budget Types** available in the dropdown list box and hit the **Tab** key. You should now see the version you just added in blue font in the appropriate spot of the version list (use the vertical scroll bar to scroll if not visible on the screen). It will be sorted into the existing list based on the two-digit version code.
- Hit the **Save** button to save the version.

Lesson 1, Task 2 – Create an AFRS Extract

Load my agency budget base (AFRS Extract) or Tools / AFRS Extract

The next step to developing your agency's current biennium second year estimates is to complete an AFRS extract. The AFRS extract allows you to import AFRS data, at any level, for allotments with or without expenditures. This step will walk you through the process of getting expenditures through the last closed months plus internal allotments at the program level. This extract will be the basis for completing the current biennium second year estimates.

1. Select **Tools / AFRS Extract** from the BDS menu bar.

The screenshot shows the 'Budget Management Console - AFRS Extract' window. The title bar is blue with the text 'Budget Management Console - AFRS Extract'. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Tools', 'Reports', and 'Help'. The main area is titled 'AFRS Extract' and contains several sections. On the left, there is a section 'Select a level of detail for extract' with a table. The table has two columns: 'Detail Level' and a checkbox. The rows are: Program, SubProgram, Activity, SubActivity, Task, Division, Branch, Section, Unit, and CostCenter. All checkboxes are checked. To the right of this table, there is a section 'Select a program to extract' with a dropdown menu showing '- Agency Level -'. Below that is a section 'Select a division to extract' with a dropdown menu showing 'All'. Further right is a section 'Select only one current biennium extract option:' with four radio buttons. The first radio button is selected and is labeled 'Official estimates for the entire biennium.' The other three radio buttons are labeled 'Official plus adjusted estimates for the entire biennium.', 'Actuals through the closed month and official estimates for the rest of the biennium.', and 'Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.' Below this is a section 'Select record type options: (All may be selected)' with four checkboxes: 'Expenditures by Fund', 'FTE', 'Expenditures by Object', and 'Revenue (Program Level Only)'. At the bottom right of the main area are two buttons: 'Create CB Decision Package' and 'Reset'. At the bottom left of the window, there is a status bar with 'Agency: 105' and '5.0.26'.

| Detail Level | |
|--------------|-------------------------------------|
| Program | <input checked="" type="checkbox"/> |
| SubProgram | <input checked="" type="checkbox"/> |
| Activity | <input checked="" type="checkbox"/> |
| SubActivity | <input checked="" type="checkbox"/> |
| Task | <input checked="" type="checkbox"/> |
| Division | <input checked="" type="checkbox"/> |
| Branch | <input checked="" type="checkbox"/> |
| Section | <input checked="" type="checkbox"/> |
| Unit | <input checked="" type="checkbox"/> |
| CostCenter | <input checked="" type="checkbox"/> |

2. Select **File / Set DP Filter** from the BDS menu bar if the Current Biennium indicated under the AFRS Extract tab does not reflect the appropriate biennium. Otherwise, skip to step 9.

The screenshot shows the 'Decision Package Filter Screen' window. The title bar is green with the text 'Decision Package Filter Screen'. Below the title bar is a section 'Decision Package Filter Criteria' with the text 'Enter the information below that will define the filter criteria.' and a small map of Ohio. Below this is a section with four dropdown menus: 'Budget Period:' (2003-05), 'Version:' (2E - Current Biennium 2nd Year Estimate), 'Package Program:' (- Agency Level -), and 'Budget Level:' (All). At the bottom left is a checkbox 'View Locked Decision Packages Only' which is unchecked. At the bottom right are three buttons: 'OK', 'Reset', and 'Cancel'.

3. Select the appropriate **Budget Period** from the drop down list box. **2003-05**
4. Select the appropriate Version from the drop down list box. **2E – Current Biennium 2nd Year Estimates**
5. Leave **Package Program** on the default of **Agency Level**.
6. Leave **Budget Level** on the default of **All**.
7. Keep the **View Locked Decision Packages Only** unchecked.
8. Click **OK**. *Note: Setting the filter assures that data from the correct biennium is extracted from AFRS.*

Budget Management Console - AFRS Extract

File Edit View Tools Reports Help

AFRS Extract

Current Biennium: 2001-03 Month Ending: July FY-2003

Select a level of detail for extract

| Program | Detail Level |
|-------------|-------------------------------------|
| Program | <input checked="" type="checkbox"/> |
| SubProgram | <input type="checkbox"/> |
| Activity | <input type="checkbox"/> |
| SubActivity | <input type="checkbox"/> |
| Task | <input type="checkbox"/> |
| Division | <input type="checkbox"/> |
| Branch | <input type="checkbox"/> |
| Section | <input type="checkbox"/> |
| Unit | <input type="checkbox"/> |
| CostCenter | <input type="checkbox"/> |

Select a program to extract
- Agency Level -

Select a division to extract
All

Select only one current biennium extract option:

☐ Official estimates for the entire biennium.

☐ Official plus adjusted estimates for the entire biennium.

☐ Actuals through the closed month and official estimates for the rest of the biennium.

☒ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

☒ Expenditures by Fund ☒ FTE

☐ Expenditures by Object ☐ Revenue (Program Level Only)


Create CB Decision Package Reset

Agency: 105 5.0.26

9. Under **Select a program to extract** make sure the option showing is –**Agency Level**-- ..
10. Under **Select a division to extract** make sure the option selected is **All** (or **None** if the agency does not use division in their AFRS coding).
11. Select the second option **Actual through the closed month and official plus adjusted estimates for the rest of the biennium** under **Select only one biennium extract option**.
12. Under **Select record type** options select all **Expenditures by Fund** and **FTE**. *Note: Objects are not required for current biennium expenditure estimates. You may extract or enter objects if this is your agency's preference.*

13. On the left hand side under **Select a level of detail for extract** click the gray box next to **Program**. *Note: Only agencies that are appropriated by program are required to extract and estimate at program level. This includes agencies 010, 225, 240, 305, 310, 343, 350, 405, 406, 407, 740. Other agencies may leave this option unchecked for an Agency Level Extract. However, agencies with Program 900 expenditures may find it easier to extract by program. In this case, the data will be sent to OFM as **Agency Level** (all programs except 900) and **Program 900**. DSHS is required to submit the current biennium second year estimates at program with subprogram detail for programs 020, 030, and 040.*
14. Click the **Create CB Decision Package** button.

15. Select the appropriate **Version** from the dropdown list box. **2E – Current Biennium 2nd Year Estimates**
16. Select an available decision package code from the list under **View Decision Package Codes**. **2E**
17. Enter "**Extract for 2nd Year Estimates** " in the **Package Title** field.
18. Leave the **Package Long Title** blank. *NOTE: The package long title is optional. This title will print on internal reports only and will not be sent to OFM. In the event this title is left blank, the package title will be used on internal reports.*
19. Click the check box **Open this decision package after save. Decision package filter will be modified.** *Note: Clicking this box will open the decision package directly when saved and also change your BDS defaults to reflect the budget period, version, and budget level you have selected here.*

20. Click the **Extract and Save** button and say **Yes** on the confirm box, then **OK** when saved. 
Note: Since you have checked to open after save, the decision package will automatically open. to the Expenditure/Staffing Detail Amounts tab set since narrative is not required for the current biennium budget level.

Lesson 1, Task 3 – Revise Extract to Reflect Estimate

Update Decision Packages or View/ List Edit Decision Packages by ID then Edit/Expenditure Detail Amounts

The AFRS extract will import all expenditures and allotments regardless of appropriation or fund. This step is to revise the extract to correct for funds that should not be included or where the fund totals should be rolled into another fund for an accurate current biennium base. Also, first year actuals should be removed unless re-estimating for a budget program structure change.

| Decision Package Console - Expenditure/Staffing Detail Amounts - CB-2E Extract for 2nd Year Estimates | | | | | | | |
|---|------------------------------|--------------|--------------|-------------|-------------|-------------|-------------|
| File Edit View Tools Reports Help | | | | | | | |
| Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs Expenditure Notes | | | | | | | |
| Fund AT Code | Fund AT Title | Total FY2002 | Total FY2003 | 010 FY 2002 | 010 FY 2003 | 020 FY 2002 | 020 FY 2003 |
| | Total Fund 181 | 0 | 0 | 0 | 0 | 0 | 0 |
| 277-6 | State Agency Parking - Non A | 0 | 13,046 | 0 | 13,046 | 0 | 0 |
| | Total Fund 277 | 0 | 13,046 | 0 | 13,046 | 0 | 0 |
| 419-6 | Data Processing Rev - Non A | 0 | 9,711,657 | 0 | 0 | 0 | 0 |
| | Total Fund 419 | 0 | 9,711,657 | 0 | 0 | 0 | 0 |
| 426-1 | Digital Government - State | 0 | 1,562,001 | 0 | 0 | 0 | 0 |
| | Total Fund 426 | 0 | 1,562,001 | 0 | 0 | 0 | 0 |
| 436-6 | OFM Labor Relations - Non A | 0 | 7,654 | 0 | 0 | 0 | 0 |
| | Total Fund 436 | 0 | 7,654 | 0 | 0 | 0 | 0 |
| 546-6 | Risk Mgmt Admin Acct - Non A | 0 | 1,563,010 | 0 | 0 | 0 | 0 |
| | Total Fund 546 | 0 | 1,563,010 | 0 | 0 | 0 | 0 |
| | <-- Enter Fund Here | | | | | | |
| Total | | 0 | 37,373,913 | 0 | 1,425,776 | 0 | 3,000,000 |
| | Biennial Total | | 37,373,913 | | 1,425,776 | | 3,000,000 |

Agency: 105 Budget Period: 2003-05 Version: 2E Package Program: Decision Package: CB-2E 5.0.26

- Take a few moments to review this screen. Note that each set of columns represents the data for one program of the agency. *If you chose to extract at the program level, if not then this will be one **Agency Level** set of column.* Review box below for instructions on including capital expenditures. You can right click on a column heading and select **View Column Details** to confirm the coding behind the column. Each row represents a fund/appropriation type combination. Much further detail on these screens is presented in the BDS: Advanced Lessons tutorial and class as well as the BDS System Manual, however the information provided in this tutorial should be sufficient for most users.

Agencies that have capital expenditures in the current biennium and should include program 900 in their CB estimates. You will need to add a column for program 900 in the worksheet. To do this:

- Select **Edit / Add/Delete Worksheet Columns**
- Select **Edit / Add New Column**, enter **Prog. 900** for the column name.
- Double click in the Program box of the new column to invoke the drop down list and select Program 900.
- Select **File / Save Change**
- Select **File / Exit**. When you return to the Fund Detail worksheet, you should now see a set of columns for program 900.

2. Select **File / Print Worksheet** from the BDS menu bar.
3. Review the printed worksheet to determine what funds, by program, need to be adjusted for based on the instructions.

📖 Note: Special allocation accounts 406 and 427 cannot be included in this data; these expenditure estimates must be reflected in the dedicated account for which this additional spending authority is used. For an agency operating from one dedicated account, this is quite simple. The dedicated account expenditures would be increased by the total of the amounts allotted for accounts 406 and 427. However, for agencies using several dedicated accounts, the amounts for 406 and 427 must be allocated among the various dedicated operating accounts in a proportion that represents how much each dedicated account supported the salary and insurance and pension allocations. Any expenditures from the Digital Government Revolving Account (426) that are supported by an agency's dedicated account should be shown in the appropriate dedicated account.

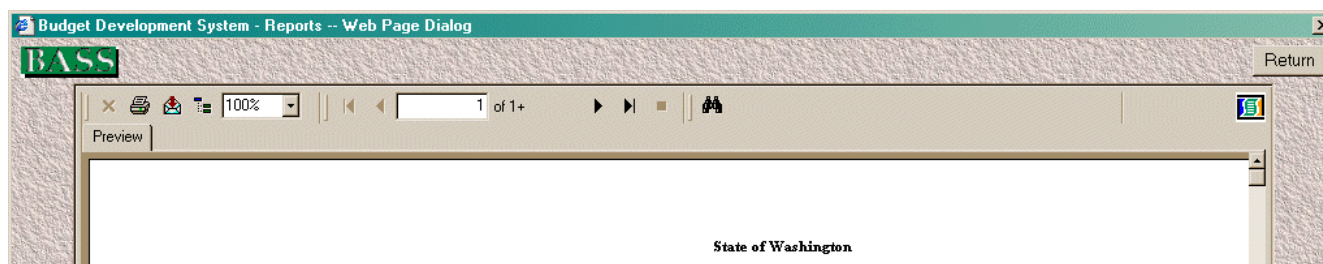
4. Determine how to split and allocate any dollars that were included in the extract in funds or appropriation types invalid for budgeting. Calculate the new total for each valid fund affected.
5. Enter the new fund/appropriation type total for each valid fund/appropriation type by overwriting the current display on the worksheet.
6. Update dollars in the second year to reflect actual estimates expenditures. Do not include encumbrances that will not be expended this biennium.
7. Put your cursor on the row of an invalid fund/appropriation type and then select **Edit / Delete Worksheet Row**.
8. Verify that the estimated fund totals do not exceed any appropriation.
9. Zero out dollar amounts in the first fiscal year column. Actual fiscal year 2002 expenditures will be used for OFM history. *📖 Note: If your agency has been approved for a program structure change, please estimate both fiscal years with the new structure.*
10. Select the **FTE Detail** tab.

| Decision Package Console - Expenditure/Staffing Detail Amounts - CB-2E Extract for 2nd Year Estimates | | | | | | | |
|---|-------------------------------|--------------|--------------|-------------|-------------|-------------|--------|
| File Edit View Tools Reports Help | | | | | | | |
| Fund Detail Objects of Expenditure Detail FTE Detail Affected Programs Expenditure Notes | | | | | | | |
| Fund AT Code | Fund AT Title | Total FY2002 | Total FY2003 | 010 FY 2002 | 010 FY 2003 | 020 FY 2002 | 020 FY |
| 001-1 | General Fund - State | 0.0 | 176.6 | 0.0 | 7.5 | 0.0 | |
| 001-2 | General Fund - Federal | 0.0 | 5.6 | 0.0 | 0.0 | 0.0 | |
| 001-3 | General Fund - Fed Unan | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | |
| 001-4 | General Fund - Gov Emer | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | Total Fund 001 | 0.0 | 182.3 | 0.0 | 7.5 | 0.0 | |
| 419-6 | Data Processing Rev - Non Ap | 0.0 | 65.0 | 0.0 | 0.0 | 0.0 | |
| | Total Fund 419 | 0.0 | 65.0 | 0.0 | 0.0 | 0.0 | |
| 436-6 | OFM Labor Relations - Non Ap | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | |
| | Total Fund 436 | 0.0 | 0.1 | 0.0 | 0.0 | 0.0 | |
| 546-6 | Risk Mgmt Admin Acct - Non Ap | 0.0 | 17.7 | 0.0 | 0.0 | 0.0 | |
| | Total Fund 546 | 0.0 | 17.7 | 0.0 | 0.0 | 0.0 | |
| | <-- Enter Fund Here | | | | | | |
| | Total | 0.0 | 265.1 | 0.0 | 7.5 | 0.0 | |
| | Annual Average | | 132.6 | | 3.8 | | |

Agency: 105 Budget Period: 2003-05 Version: 2E Package Program: Decision Package: CB-2E

5.0.26

- Review and adjust FTE totals by program as necessary. *Note: FTEs are not required by OFM at the fund level. It is okay to group all FTEs into fund 996-Z. However, agencies may choose to break FTEs out by the funds that salaries are paid from for a more accurate analysis. This FTE breakout would not be electronically submitted to OFM.*
- If a new fund is needed, type the four-digit fund/appropriation type code without a dash in the cell to the left of **<-- Enter Fund Here**. *Note: The right-click option to bring up a selection box would also work here.*
- Zero out FTE amounts in the first fiscal year column. Actual fiscal year 2002 FTE levels will be used for OFM history.
- When the tabs have all been reviewed and adjusted, select **File / Save Current Tab Set** from the BDS menu bar.
- Select **Reports / OFM Reports / Agency Budget Levels by Program** to verify the Current Biennium totals by fund / appropriation type and program. Click **No** when asked if you want it formatted for Word.



- Click the printer icon to print the report and review to verify data accuracy.
- Click the **Return** button to return to the FTE Detail screen.
- Select **File / Exit to BDS Menu** from the BDS menu bar to return to the BDS menu.

**LESSON 2 – VERIFY AND RELEASE CURRENT BIENNIUM SECOND YEAR
ESTIMATE DATA**

Lesson 2, Task 1 – Final Review and Transmit Data to OFM

The OFM Budget Division does not have access to your BDS data until it is electronically released to their internal system (WinSum). Security for releasing data is granted separately from the BDS system. If you do not have an icon for **Release Data to OFM** on the BASS Main Menu, you do not have security to release data. Run an **Agency Access** report to determine who does have access for your agency.

WARNING – If practicing at your agency, do not complete this step. This will release data to OFM.

1. Click on the **Release Data to OFM** icon from the BASS Main Menu. *Note: This icon will only be available to you if you have access to releasing data from BASS system. This access is granted separate from BDS. Having budget operations access to BDS does not guarantee access to data release.*



2. Select the **BDS – Other** tab. *Note: The release feature will be available to agencies by September 16, 2002.*

Agency: Office of Financial Management

PMTES - Tracking | PMTES - Budget | BDS | BDS - Other | CBS

Release BDS - Other Budget Data to OFM

Budget Period: 2003-05 | Budget Type: 2E - CB 2nd Year Expend | Version: 2E - Current Biennium 2nd Year Estimate

Program: Agency Level

☐ Delete Previous Submittal Data for Entire Agency.

Release

3. Select the appropriate **Budget Period** for this budget submittal. **2003-05**
4. Select the appropriate **Budget Type** for this budget submittal. **2E – CB 2nd Year Expenditure Estimate**
5. Select the appropriate **Version** to release. **2E – Current Biennium 2nd Year Estimates**
6. Leave the **Program** dropdown list box as **Agency Level**.

7. If visible, click to check **Delete Previous Submittal Data for Entire Agency**. *Note: This field is only available if data has been released for your agency in the selected budget period previously. The only time you would not check this box is if you are submitting a particular decision package and do not wish to start with a fresh set of data on the OFM side.*
8. Click the **Release** button.

BASS Release Return

100% 1 of 1

Preview

BASS BDS State of Washington

Budget Development System Second-Year Estimate Pre-Release Edits Report

Budget Period: 2003-05
Agency: 105 Office of Financial Management
Version: 2E Current Biennium 2nd Year Estimates
Program: ALL

Passed (1)

| <u>Program</u> | <u>Decision Package</u> | <u>Description</u> |
|----------------|-------------------------|--------------------|
| | CB-2E | Pass |

9. This will bring up the Pre-Release Edit Report to notify you of critical errors or warnings prior to releasing your data. Critical errors **MUST** be resolved before you can continue with the release.
10. If there are no critical errors or warnings to be fixed, click the Release button.
11. Exit and Logoff BASS.

You Did It!!!

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Tutorial Evaluation

BDS CB 2nd Year Estimates

| | Strongly Disagree | | | | Strongly Agree | |
|--|----------------------|---|---|---|-------------------|--|
| This tutorial was helpful in getting me through the business process | 1 | 2 | 3 | 4 | 5 | |
| This tutorial was helpful in getting me through the system technical processes | 1 | 2 | 3 | 4 | 5 | |
| Additional training was not necessary given the structure and content of this tutorial | 1 | 2 | 3 | 4 | 5 | |
| The steps of the tutorial successfully anticipated the special needs of my agency | 1 | 2 | 3 | 4 | 5 | |
| The tutorial was clear, concise, and easy to understand | 1 | 2 | 3 | 4 | 5 | |
| I did not need to request additional assistance to complete the business process | 1 | 2 | 3 | 4 | 5 | |
| It was easy to find answers to my specific question in this tutorial | 1 | 2 | 3 | 4 | 5 | |

The best feature of this tutorial is:_____

The worst feature of this tutorial is:_____

I found errors (grammar, punctuation, spelling, conceptual, technical) on the following pages:

Other comments:_____

Thank you for taking the time to complete this survey. This information will be used in revising this tutorial as well as developing future BASS tutorials. Please remit to:

Office of Financial Management
Attn: Vicki Rummig
Mailstop: 43113
Olympia, WA 98504
Or fax 360 586-3964

State of Washington
Office of Financial Management
Accounting and Administrative Services Division
Statewide Financial Systems

BUDGET AND ALLOTMENT SUPPORT SYSTEM (BASS)
SECURITY MAINTENANCE

Leave shaded areas blank

| Select Systems: | Security Level | | | Action | |
|--|----------------|----------------|--------------|---------------|------------------|
| | Budget Ops | Edit Access | Read Only | Add Access | Delete Access |
| Performance Measure Tracking Estimates System (PMTES) | | | | | |
| Automated Upload Transaction Option (AUTO) | | | | | |
| Budget Reporting System (BRS) <i>(formerly VRS)</i> | | | | | |
| BPS1 Extract | | | | | |
| Budget Development System (BDS) | | | | | |
| Capital Budgeting System (CBS) | | | | | |
| Data Release to OFM: | | | | | |
| <input type="checkbox"/> PMTES <input type="checkbox"/> BDS <input type="checkbox"/> CBS | | | | | |
| State Intranet Access (if you can access swfs.ofm.wa.gov, you have access). | | | | | |

User Identification:

Login ID: ** |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

** First five characters are agency code (3), sub-agency code (1) and reserved for future use (1) (default to 0). (eg. 10500 is OFM)

Next eight characters at agency discretion with first three characters required (local area network ID is recommended).

Agency Code #: |_|_|_|_|_|_| Agency Name: _____

User Name: _____

Telephone: (____) _____ FAX: (____) _____

E-Mail Address: _____

Requested by: _____ Date (mm/dd/yy): ____/____/____

Telephone #: (____) _____ Effective Date (mm/dd/yy): ____/____/____

Approval (REQUIRED):

Approval Signature: _____

Approval Name (please print): _____

Telephone #: (____) _____ Date (mm/dd/yy): ____/____/____

Send **original** form to: *Financial Systems Security Administrator*
OFM Accounting & Administrative Services Division
PO Box 43113
Olympia, WA 98504-3113

For prompt service, FAX form to (360) 586-3964. **Please also send the original form.**

(OFM USE ONLY)

Product Manager Approval: _____ Date: _____

User record entered by: _____ Date: _____